**Examples of Conflict of Interest Situations**

***Procurement***

1. A Manager has a financial interest in or is closely related with a company which is a supplier of goods or contractor of service (e.g. maintenance contractor, education materials supplier) to the school.
2. A Manager evaluates and selects a supplier/contractor from a number of bidders, and he, his spouse, family member, relative or personal friend, has a financial interest in one of the bidders, e.g. a bidder is operated by his spouse.

***Staff Recruitment***

1. A Manager appoints his relative or friend to take up a post in the school without following the established recruitment procedures.
2. A Manager interviews and recruits his relative or friend applying for a job in the school.

***Student Admission/Assessment***

1. A Manager requests the Principal to admit a student without following the established admission procedures.
2. A Manager influences the admission interview result or performance assessment of a student who is his or his close friend’s child or relative.

***Confidentiality of Information***

1. A Manager leaks confidential information relating to the school’s operations (e.g. internal scoring guidelines in evaluating tenders for works contracts) to favour his friends or relatives.

***Others***

1. A Manager enters into business relationship with parents or takes up part-time jobs for contractors of the school.
2. A Manager leases or sells his property to the school.

[*The School may include more conflict of interest examples.*]